



DEPARTMENT OF BOATING AND WATERWAYS

JOB OPPORTUNITY

RESEARCH PROGRAM SPECIALIST I

PLEASE REFERENCE #556-212-5742-001 AND STATE YOUR ELIGIBILITY IN BOX #12 ON YOUR APPLICATION

FINAL FILING DATE: UNTIL FILLED

SALARY: \$4,833 - \$5,874/Month

TYPE OF APPOINTMENT: Permanent/full time

LOCATION: Dept. of Boating and Waterways

Boating Loans, Information & Planning Unit
2000 Evergreen Street, Suite 100
Sacramento, CA 95815-3888

FREE PARKING AT THIS LOCATION!

GENERAL STATEMENT OF DUTIES: Serves as Department's data and research specialist. Develops department-wide data collection capacity, and analyzes data using quantitative methods such as regression analysis, time series analysis, and forecasting models. Develops research methodologies and tools and has primary responsibility for data development and analysis in various program areas. Works with internal and external stakeholders to identify project requirements, assess information needs, and fulfill those needs with Departmental information resources. Develops data collection tools, including surveys, detailed data and research reports. Provides technical consultation and expert staff assistance to Department. Responds to questions from control agencies, legislature, and stakeholders

EXAMPLES OF DUTIES:

- Plans, develops and execute SAS and/or SPSS programs that access the Department's data bases for information retrieval tasks.
- Develops databases for project and internal use
- Consult with Department staff, other agencies, researchers, consultants and the public to define requirements, develop solutions and fulfill information needs.
- Analyzes data (including the use of statistical and mathematical functions), creates charts and graphs to display information, and produces written and electronic reports for use within the Department and, in some cases, for publication outside the Department.
- Analyzes data maintained by the Department in relation to its integrity, consistency, and timeliness, in the course of ongoing jobs or in response to specific requests made by Department staff. Work with Department staff to improve the quality of the data.

REQUIRED QUALIFICATIONS:

- Research and statistical/data analysis experience
- Proficiency and experience working with SAS and/or SPSS, Access, Excel, and Word
- PC proficiency
- Excellent written, verbal, and analytical skills
- Ability to travel (about 5%)

DESIRABLE QUALIFICATIONS:

- Familiarity with database, report, and GIS software
- Knowledge or enjoyment of boating

WHO MAY APPLY: Applications will be accepted from current state employees at the Research Program Specialist I level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., reinstatement, transfer, or list eligibility) on the state application.*** **ALL APPOINTMENTS ARE SUBJECT TO THE STATE RESTRICTION OF APPOINTMENT (SROA) PROVISIONS** *This position must file a Form 700 (Statement of Economic Interests) upon appointment and annually thereafter.*

CONTACT: Lucia Becerra at (916) 263-0782, or by e-mail: LBECERRA@dbw.ca.gov

HOW TO APPLY: Submit applications to: **Department of Boating and Waterways, Personnel Office**
2000 Evergreen Street, Suite 100, Sacramento, CA. 95815-3888

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and the special trust placed in public servants. An affirmative action employer – equal to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.